



# Secondary Admission Arrangements for 2024 Entry

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St Christopher's Church of England High School

# St Christopher's CE High School Mission Statement

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**St Christopher's is a Church of England Academy where pupils and staff work together, in the knowledge and love of God. We try to act out our faith in daily life, with Christ as our example.**

Within our strong Christian, Anglican context, we seek to promote the spiritual, moral, cultural, intellectual and physical development of our pupils, growing together as a caring and supportive community whilst preparing them for the opportunities, responsibilities and experiences of their adult lives.

We aim to achieve our mission by providing an environment which

- recognises that each member of the school community is an individual with specific needs and strengths
- fosters mutual respect and concern for others
- values the contribution made by each member of the school community
- encourages and celebrates positive achievement
- actively supports those in need.

**“That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither – whatever they do prospers.”**

Psalm 1:3

# Making an application

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Applications for admission to the school for September 2024 should be made on-line at <https://www.lancahsire.gov.uk/children-education-families-schools/apply-for-a-school-place/> between 1st September 2023 and 31st October 2023. Parents must complete the Local Authority electronic form, stating three preferences.

Parents who wish their application to this Church school to be considered against the faith-based criteria must also complete and return the St Christopher's Supplementary Form. If the school is oversubscribed, a failure to complete the supplementary form will result in your application being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

The Supplementary Form is available on the school website or can be collected in person from school reception.

**Emails informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority by 1st March 2024. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.**

## Admission procedures

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Arrangements for admission have been agreed following consultation between the governing body, the Diocesan Board of Education, local authorities and other admissions authorities in the area.

**The number of places available for admission to Year 7 in September 2024 will be a maximum of 195.**

The governing body will not place any restrictions on admissions to Year 7 unless the number of children for whom admission is sought exceeds this number.

The Governing Body operates a system of equal preferences under which it considers all preferences equally and allocates places according to its policy. In the event that there are more applicants than places, after admitting all children with a Statement of Educational Need or Education Health and Care Plan naming the school, the governing body will allocate places using the following criteria, which are listed in order of priority.

**1. (a) Children in public care and previously looked after children.**

This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.

*This criteria also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.*

**(b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school.**

Professional supporting evidence from a professional, e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why St Christopher's is the most suitable school and the difficulties which would be caused if the child had to attend another school. Alternatively, the school should be named in an education and health care plan or statement.

**2. Children who have attended All Saints Church of England Primary School, Clayton le Moors, or St James's Church of England Primary School, Altham, for the previous year, i.e. the whole of Year 5.**

A maximum of 28 pupils will be admitted under this criterion.

**(a) Children of staff of St Christopher's.**

Staff children are defined as the children of staff (teaching and non-teaching) who have been employed in the school for the whole of the two years prior to the closing date for applications.

**(b) Children who already have a sibling attending St Christopher's on the date of application and on the date of admission.**

Siblings include step, half, foster, adopted brothers and sisters living at the same address.

**(c) Other Children.**

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

**3. Children with a parent/guardian who worships in a Church which is in full membership of Churches Together in England or the Evangelical Alliance or the North West Partnership.**

The lists of Churches can be found on the Churches Together in England website at [cte.org.uk](http://cte.org.uk), and for the Evangelical Alliance at [eauk.org](http://eauk.org); and for the North West Partnership at [northwestpartnership.com](http://northwestpartnership.com); lists are taken as on 1st September 2023. Churches in membership of the equivalent bodies to CTE in Northern Ireland, Scotland and Wales are equally accepted.

**(a) Children with a parent who has a worship attendance of four times a month for the two years leading up to 1st September 2023.**

**(i) The children of staff.**

Staff children are defined as the children of staff (teaching and non-teaching) who have been employed in the school for the whole of the two years prior to the closing date for applications.

**(ii) Children who already have a sibling attending the school on the date of application and on the date of admission.**

Siblings include step, half, foster, adopted brothers and sisters living at the same address.

**(iii) Other children.**

**(b) Children with a parent who has a worship attendance of three times a month for the two years leading up to 1st September 2023.**

**(i) The children of staff.**

Staff children are defined as the children of staff (teaching and non-teaching) who have been employed in the school for the whole of the two years prior to the closing date for applications.

**(ii) Children who already have a sibling attending the school on the date of application and on the date of admission.**

Siblings include step, half, foster, adopted brothers and sisters living at the same address.

**(iii) Other children.**

**(c) Children with a parent who has a worship attendance of twice a month for the two years leading up to 1st September 2023.**

**(i) The children of staff.**

Staff children are defined as the children of staff (teaching and non-teaching) who have been employed in the school for the whole of the two years prior to the closing date for applications.

**(ii) Children who already have a sibling attending the school on the date of application and on the date of admission.**

Siblings include step, half, foster, adopted brothers and sisters living at the same address.

**(iii) Other children.**

**(d) Children with a parent who has a worship attendance of once a month for the two years leading up to 1st September 2023.**

**(i) The children of staff.**

Staff children are defined as the children of staff (teaching and non-teaching) who have been employed in the school for the whole of the two years prior to the closing date for applications.

**(ii) Children who already have a sibling in the school.**

Siblings include step, half, foster, adopted brothers and sisters living at the same address.

**(iii) Other children.**

**(e) Children with a parent who has a worship attendance which is less than once a month for the two years leading up to 1st September 2023.**

**(i) The children of staff.**

Staff children are defined as the children of staff (teaching and non-teaching) who have been employed in the school for the whole of the two years prior to the closing date for applications.

**(ii) Children who already have a sibling attending the school on the date of application and on the date of admission.**

Siblings include step, half, foster and adopted brothers and sisters living at the same address.

**(iii) Other children.**

**The governors will require confirmation of this from the relevant member of the clergy. Parents should ensure that clergy have responded to this request. Parents who have changed their place of worship within the previous two-year period should seek verification from all who can vouch for them, to be submitted together with the Supplementary Information Form.**

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

## Covid - 19 Arrangements

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In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

### 4. Other children

**(i) The children of staff**

Staff children are defined as the children of staff (teaching and non-teaching) who have been employed in the school for the whole of the two years prior to the closing date for applications.

**(ii) Children who already have a sibling attending the school on the date of application and on the date of admission.**

Siblings include step, half, foster and adopted brothers and sisters living at the same address.

**(iii) Other children.**

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

## Admissions information

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In 2022 for 2023 entry, there were 762 applications for 195 place:

218	at first preference
271	at second preference
273	at third preference

**The Admissions Committee applied the criteria and offered places to:**

- 8 children under criterion 1a (Children in Care)
  - 0 children under criterion 1b (Children with special social or medical circumstances)
  - 28 children under criterion 2 (Pupils from All Saints, Clayton-le-Moors and St James, Altham)
  - 159 children under criterion 3 (attendance at a Christian Trinitarian Church, 41 of whom had a sibling already in school)
- No children under any other criteria were offered places.

## Late applications for admission

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Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

## Waiting list

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Where there are more applications than places, the school's published admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus, it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

The waiting list will operate until 31st December 2024 <https://www.st-christophers.org/about-our-school/prospectus-admissions>

Where there are twins or triplets seeking admission and there is only a single place left within the admission number, then the Governing Body will exercise as much flexibility as possible. If places for both twins or all triplets cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered, then the Local Authority's system for a random draw will decide which pupil receives an offer.

## Address of pupil

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The address used on admission forms must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

## Appeals for routine admissions

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Where the governors are unable to offer a place because the school is over-subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the clerk to the governors at the school by 30th April 2024. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing. Where possible, the appeals will be heard in person, although some are now heard through a digital format.

<https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admission-decision/>

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

## **Non-routine or in-year admissions**

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It sometimes happens that a child needs to change school other than at the 'normal' time. Such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form. If there is a place in the appropriate year, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

## **Fraudulent applications**

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Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.



**That person is like a tree planted by streams of water,  
which yields its fruit in season and whose leaf does not wither-  
whatever they do prospers.**

Psalm 1:3



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**[www.st-christophers.org](http://www.st-christophers.org)**

